

July 8, 2014



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
July 8, 2014**

Members Present

<input checked="" type="checkbox"/>	Sharon Tinkler, Chairperson
<input checked="" type="checkbox"/>	John Miller
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Aldersperson Sandy Lindeman
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: Tina Holman, Jason Waller and Niel Loeffler.

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the June 10, 2014 meeting were approved** as written.
- 3. Public comments** – Dennis Hyde thanked Tina Holman for attending TAA meetings during her candidacy for City Aldersperson. Chairperson Tinkler commented that the heavy Skydiving and glider activity over the weekend went extremely well.

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4. Treasurer's report – Karla Smith reviewed the preliminary financial reports with Board members. The reports will become final when all bills are paid from the previous fiscal year.

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building –

Parish/City/ Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14. This project request was approved on 2/24/14. A \$150,000 request has been submitted to the City to extend the runway to 3,100 feet without TAD funding. The executed grant for the \$98,000 drainage project was received on 6/4/14. The scoping meeting will be scheduled soon.

RTTF Access – Requested pen and ink changes to the ALP along with information and documentation regarding TTF access at the Airport were submitted to TAD prior to the May 28 deadline.

Maintenance Contract – A \$7,500 FY 13/14 final reimbursement was submitted to TAD on July 7.

FAA 20/1 Approach Clearing – FAA is completing a 20/1 approach survey at every Airport in the Country. We received our report on May 27 and have 30 days to verify the obstructions. Eight trees at the approach end of 18 and 6 were noted and have been removed. Four light poles in the TE Connectivity automobile parking lot were also noted. TE Connectivity has given us permission to install the lights and TAD has approved a \$5,000 95/5 funded project request to purchase the obstruction lights. The grant was received on July 7. FAA has been notified on the progress to date.

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. The executed grant was received on 8/22/13. The annual inspection was received on 2/20/14. Section 1 violations include 6 to 8 foot trees on the east and west side of runway 9/27. The trees have been removed and documentation sent to TAD for the Airport non-conditional license.

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XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete. Steve Upshaw and Ron Fitzgerald completed the final inspection on 10/7/13. The CO for the hangar was obtained the first week in January 2014. The retainage payment has been made to Curl Construction. The project was completed \$28,035.94 under budget and a refund on the local share will be issued. The final payment of \$7,144 has been submitted to Blackcat for Curl Construction. The final payment was approved on July 7.

Northern Field Aviation Maintenance Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. The executed grant was received on 8/22/13. PDC will retain Richard Rinks for design work on the hangar. The Vandy LifeFlight lease agreement has been saved in MS Word format so Jeremy Bell can modify it for this hangar project.

NW Ramp Expansion Project – The 95/5 funded \$441,048 ramp expansion project was approved at the February 20, 2014 TAC meeting. The \$22,052.40 local share amount was approved by the UDAG loan committee and will be on the agenda for the March 10, 2014 BOMA meeting. TN Skydiving would like to build a hangar on this ramp also in late 2014. The grant and local share have been returned to TAD for processing. The executed grant was received on 6/4/14.

NW Area Environmental Review – St. John Engineering is working on a scaled down Environmental review of the NW area that is being funded by the City. The area being reviewed is less than 100 acres. It is near completion and the final plat has been submitted to the Planning Commission.

NW Airfield Utility Project – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. Construction of the road is scheduled for early 2015. TAD has not approved the fee review for each project. A meeting here at the Airport between David Moss and PDC is trying to be scheduled ASAP. Copies of e-mail attached for Board member review.

Airfield Signage – This project request was approved at the July 18, 2013 TAC meeting. The signed grant and local share amount were returned to TDOT on 9/14/13 for processing. TAD received the local share amount but not the signed grant. It will be sent again on 1/27/14.

Runway 6/24 Approach Lighting – Environmental work for the project is completed and approved.

South Taxiway Light Repair –

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NW Taxiway Concrete Repair and Lighting – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available.

Ramp Concrete Repair –

South Ramp Drainage Repair –

Cargo Aircraft – No new cargo aircraft operations since the last Board meeting.

FUEL SALES

Fuel sales for the month of June 2014 were 18,330.68 gallons. This is a 1,616.22 gallon decrease in the 19,946.90 gallons sold in June of 2013. Fuel sales and passengers were down for Bonnaroo this year (20 aircraft, 3,771.2 gallons and 65 passengers) but it was still a great month. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/13 to 6/30/13 = 57,403.7 gallons

Fuel Sales 1/1/14 to 6/30/14 = 77,930.09 gallons

June 2014	AVGAS	AVGAS SS	Total
Gallons	2,852.16	1,402.22	4,254.38
Flow Fee	\$285.21	\$140.22	\$425.43
Pump Fee	\$1,426.08	\$350.55	\$1,776.63

June 2014	Jet Full Price	Jet Discount	Total
Gallons	2,748	11,328.3	14,076.3
Flow Fee	\$274.80	\$1,132.83	\$1,407.63
Truck Fee	\$274.80	\$1,132.83	\$1,407.63
Pump Fee	\$2,748.00	\$7,877.31	\$10,625.31

Total AVGAS & Jet Gallons = 18,330.68

Total Flow Fee = \$1,833.06

Total Jet Truck Fee = \$1,407.63

Total Pump Fee = \$12,401.94

Total Part-Time Employment Cost = \$3,269.00

Jet Truck Fee Minus Rental = +\$807.63

Pump Fee Minus Employment Cost = +\$9,132.94

FUEL PRICES

7/2/1	Tallahom	Shelbyvill	Wincheste	McMinnvill	Fayettevill	Murfreesbor
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AVGAS SS	\$5.35		\$4.95			\$5.77
AVGAS FS	\$5.60	\$5.15	\$4.95	\$4.95	\$5.50	\$5.97
Jet	\$4.99	\$4.49	\$4.92	\$4.55	\$4.50	\$4.98

Average AVGAS price - \$5.74 Average Jet price - \$5.25

AIRPORT FUEL SALES

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>
<i>June 2013</i>	19,946.9
<i>June 2012</i>	18,257.97
<i>June 2011</i>	25,716.1
<i>June 2010</i>	13,790.0
<i>June 2009</i>	16,092.7
<i>June 2008</i>	14,128.7

June 2014 OPERATIONS

Single Engine Based	192
Multi Engine Based	52
Jet or Tuboprop Based	332
Single Engine Transient	108
Multi Engine Transient	8
Jet or Turboprop Transient	106
Military	16
Total	814

MAINTENANCE/NAVAID PROBLEMS

NDB – OTS in June 2014. NDB is repaired and he should be here the week of July 7 to install new parts.

VOR – OTS in June 2014. He may or may not be able to repair the VOR due to lack of spare parts. He will reduce his monthly fee to maintain the VOR from \$800 to \$400 until it is fixed or it is time to decommission it. Elger Holland located some spare parts in Indiana. It will not be known if they are available for purchase until the August Board meeting. Board members discussed the decommission of the VOR but no action was taken.

AWOS – No problems or outages for June 2014.

Veeder Root Fuel System – No problems or outages for June 2014.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for June 2014.

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REILS AND PAPI – FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. FAA was notified again on 10/30/13 to schedule a flight check. PAPI's have been turned back on.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

AIRPORT MARKETING/PRESENTATIONS –

SUGGESTION BOX – No suggestions as of 7/2/14.

6. Old Business:

7. New Business:

- A. XP Services Fence** – Jon Glass reported that XP Services had installed a temporary movable fence on the taxiway at their hangar in the Northwest area. The purpose of the fence is to prevent automobiles from entering their aircraft movement area and to prevent FOD. Jon Glass will get written permission from Rodney Allison with XP Services to move the gates as needed for mowing purposes. John Miller asked Jon Glass to check the status of the grant for the maintenance hangar and Northern Field Aviation since it may have been purchased by XP Services. Jon Glass and Jim Apple will meet with Rodney Allison and Chuck Armstrong to discuss the status of Northern Field Aviation.

8. Alderperson Lindeman had no report.

9. Meeting was adjourned at 5:32 pm.

Submitted on 7/10/2014

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting

Tallahoma Municipal Airport Authority Meeting Minutes

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